



## OXFORD CITY COUNCIL

### Meeting Minutes

Tuesday, December 7, 2021

**Roll Call. William Snavelly, Mayor; Chantel Raghu, Vice-Mayor; Amber Franklin; Jason Bracken; Alex French; Glenn Ellerbe; David Prytherch**

A regular meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday December 7, 2021 at 7:30 p.m. Members in attendance were, Amber Franklin, Alex French, Jason Bracken, Glenn Ellerbe, Chantel Raghu, and David Prytherch arrived at 8:25 p.m.

Staff members in attendance were: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Joe Newlin, Finance Director; Mr. John Jones Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

### **Approval of Agenda.**

Ms. Franklin moved to approve the agenda. Ms. Raghu seconded. Motion passed 6-0-0.

### **Public Participation.**

### **Recognition**

Mayor Snavelly read a Resolution recognizing Ms. Edna Southard for her years of service to the City of Oxford.

Ms. Franklin moved to adopt Resolution No. 7359. Ms. French seconded. Motion passed 6-0-0.

Ms. Southard remarked on the date, December 7 is Pearl Harbor Day and she shared a personal story about what that means to her. Ms. Southard thanked fellow Councilors and City Staff. Ms. Southard advised to keep learning, listen respectfully and carefully to hear people out without interrupting, and to be respectful even when we disagree. Ms. Southard noted the world is better when we are open to everyone.

Mayor Snively read a Resolution recognizing Mr. Mike Smith for his years of service to the City of Oxford.

Ms. Franklin moved to adopt Resolution No.7360. Ms. French seconded. Motion passed 6-0-0.

Mr. Smith thanked the City Staff and Councilors for their support during his term. Mr. Smith added that it was a privilege and an honor serving with you.

### **Presentation**

Mr. Larry Slocum, his assistant manager Emily Hines and members of the Miami University Men's Glee Club sang the Farmers Market year-end report entitled "You hungry? Shop early" Mr. Slocum presented Mr. Newlin with a check for use of Lot 52 for 2022.

**Notice to Legislative Authority** – New D3A permit for Fridge & Pantry Inc. DBA Fridge & Pantry Uptown Market 35 E. Church Street Oxford, Ohio 45056. (Doug Elliott, City Manager)

Mr. Ellerbe moved to proceed without comment. Ms. Raghu seconded. Motion passed 6-0-0.

### **Appointments to Boards and Commissions**

A Resolution appointing Ms. Amber Franklin as the Council Representative to the SELF Board.

There were no comments from the public.

Ms. French moved to adopt Resolution No. 7362. Mr. Ellerbe seconded. Motion passed 6-0-0.

### **Public Comments.**

There we no comments from the public.

### **Consent Agenda.**

Minutes of the November 16, 2021 City Council Meeting (Heather Barbour, Clerk of Council)

Minutes of the November 23, 2021 City Council Organizational Meeting (Heather Barbour, Clerk of Council)

Report regarding the November 18, 2021 Recreation Board Meeting (Casey Wooddell, Parks and Recreation Director)

Report regarding the November 22, 2021 Board of Zoning Appeals (Sam Perry, Community Development Director)

A Resolution authorizing the City Manager to close Lot 52 each Saturday in 2022 from 5:30 a.m. until 1:00 p.m. and the southern half of Lot 52 each Tuesday from 3:00 p.m. until 8:00 p.m. to permit the operation of the Farmers Market within Lot 52 during said times. (Doug Elliott, City Manager)

Ms. French moved to approve the consent agenda. MS. Franklin seconded. Motion passed 6-0-0.

## **Resolutions.**

### **National Opioid Settlement Agreement.**

An Emergency Resolution to accept the material terms of the one Ohio subdivision settlement pursuant to the one Ohio Memorandum of understanding and consistent with the terms of the July 21, 2021 National Opioid Settlement Agreement. (Chris Conard, Law Director)

Mr. Conard noted the importance of in participating in the Janssen Settlement. Mr. Conard stated it is unclear what amount the City of Oxford would receive or when the funds might be received.

There were no comments from the public.

Ms. Franklin asked about the level of participation in the State would affect the amount of money received.

Mr. Conard noted the more participation in the State the more money the State would possibly receive.

Mr. Elliott stated the City received an estimated potential settlement amount, to be eligible the City would need to enter into the Settlement Participation.

Mr. Bracken mentioned the services that would benefit from any funds received.

Ms. Franklin moved to adopt Resolution No. 7363. Ms. French seconded. Motion passed 6-0-0.

### **Purchasing Policy.**

A Resolution accepting the recommendation of the City Manager and Finance Director to establish a purchasing policy as recommended by the Finance Director. (Joe Newlin, Finance Director)

Mr. Newlin noted City Intern Mr. Luke Schlake assisted with the research and drafting of the purchasing policy and that he did an excellent job. Mr. Newlin went over the major change of increasing the threshold for competitive purchases over \$50,000 from the current threshold of \$20,000.

There were no comments from the public.

Mr. Ellerbe moved to adopt Resolution No. 7364. Ms. Raghu seconded. Motion passed 6-0-0.

### **Request for Proposals for Aquatic Center Operations.**

A Resolution authorizing the publication of the request for proposals, for the operation of the Oxford Aquatic Center for the 2022 season. (Casey Wooddell, Parks and Recreation Director)

Mr. Wooddell advised he would like to collect and compare proposals for the operations of the Oxford Aquatic Center with the current operations of the Oxford Aquatic Center over the past few years. Mr. Wooddell will review advantages and disadvantages for contracting operations.

Mayor Snavely asked if the Oxford Country Club would be involved.

Mr. Wooddell stated that in January 2021 the Oxford Country Club expressed interest in this idea. Mr. Wooddell noted the Oxford Country Club has some of the same challenges the City faces with aquatic operations and that they are aware of tonight's discussion with the City Council.

There were no comments from the public.

Mr. Bracken asked about worker wages.

Mr. Wooddell answered that is yet to be determined, and minimum wages can be built into the request for proposals. Mr. Wooddell mentioned the two main companies used by surrounding Cities recruit local employees.

Mr. Bracken noted that would be something he'd like to see and similar wages.

Mr. Ellerbe asked if the contract would include concessions.

Mr. Wooddell answered it is possible to ask this company to run the entire operation from the front gate, concessions, and the pool or piece it out.

Ms. French asked for clarification on the rate or number of seasonal employees hired over the summer if operations get contracted.

Mr. Wooddell answered that the contracted operations company would be employing the seasonal aquatic employees, not the City. Mr. Wooddell mentioned the time and resource savings to the City's Human Resources Department.

Mr. Bracken commented on Mr. Wooddell's Staff Report of the potential savings of time and resources and he would like to see some of the savings be passed on towards providing transportation and lower rates for families in need, established by the free or reduced lunch criteria.

Mr. Wooddell mentioned the existing scholarship fund through the Community Foundation that he and his staff have been accessing for many years even at the old pool. Mr. Wooddell stated the scholarships use the same criteria that Talawanda Schools use for their free and reduced lunch program.

Mr. Ellerbe moved to adopt Resolution No. 7365. Ms. Franklin seconded. Motion passed 6-0-0.

### **MKSK Contract.**

A Resolution authorizing the City Manager to enter into a contract with MKSK for a comprehensive plan update at a cost not to exceed \$100,000.00 (Sam Perry, Community Development Director)

Mr. Perry stated the growth in the Community Development Department and a need for outside assistance over the past year. Mr. Perry advised to stay on schedule it would be beneficial to use MKSK since they have done some work for the City in the past. Mr. Perry noted the last time the comprehensive plan was updated was in 2008. The 2020 census data, changes in the community and new Council Goals make this a good time for an update.

There were no comments from the public.

Ms. Raghu moved to adopt Resolution No. 7365. Mr. Bracken seconded. Motion passed 6-0-0.

### **Ordinances. First Reading.**

#### **Supplemental Budget Number 9.**

An Ordinance Amending Ordinance No. 3600 Supplemental Budget Ordinance Number 9 To Make Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Mr. Newlin discussed the proposed supplemental budget as detailed on pages 76-81 of Council's packet and offered to answer any questions.

There were no comments from the public.

#### **Repealing Ordinance No. 2535.**

An Ordinance Repealing Ordinance No. 2535 (Joe Newlin, Finance Director)

Mr. Newlin advised Ordinance No. 2535 adopted by City Council in August of 1997, increased the threshold amount for contracting purposes without competitive bidding to match the threshold prescribed by the Ohio Revised Code, which at that time was \$20,000. Mr. Newlin noted repealing Ordinance No. 2535 would simplify the process going forward since the threshold is spelled out in the Purchasing Policy.

There were no comments from the public.

#### **Repealing Codified Ordinance Section 729.10.**

An Ordinance Repealing Oxford Codified Ordinance Section 729.10 Entitled Sales On Certain Municipal Property Prohibited, And Adopting New Oxford Codified Ordinance Section 729.10 Entitled Sales on Certain Municipal Property Prohibited. (Doug Elliott, City Manager)

Mr. Elliott noted at the November 16, 2021 Council meeting, Council adopted Resolution No. 7355 authorizing alcoholic beverages to be served at the event being held at the Oxford Seniors Citizens and Community Center which is a City owned facility.

Mr. Elliott mentioned the consensus of the Council was the City Manager should have the authority to approve such a request.

There were no comments from the public.

Ms. Franklin asked why this pertains only to the Seniors Center, what other spaces could have been included.

Mr. Elliott answered that the Seniors Center gets the most requests, several weddings have been held there. Mr. Elliott reminded the Council alcohol would be served not sold at the Seniors Center. Mr. Elliott named other City owned locations and reasons for not wanting alcohol to be served at these locations.

## **Second Reading**

### **Lease Agreement for Oxford Cottage Community.**

An Ordinance Authorizing The City Manager To Lease Approximately 2.1 Acres Of City Owned Land Located At 5234 Hester Road For The Oxford Cottage Community Project.  
(Doug Elliott, City Manager)

Mr. Elliott noted the City purchased 2.1 acres last month, the next step is to lease the land. Mr. Elliott mentioned Mindy Muller of Community Development Professionals is in attendance tonight and offered to answer any questions.

There were no comments from the public.

Mayor Snavely noted this Ordinance address one of the Council's goals Housing for Everyone Goal.

Ms. Franklin moved to adopt Ordinance No. 3652. Mr. Bracken seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mayor Snavely (7)

NAY: None (0)

ABS: (0)

### **Final Subdivision Application and Plat for Heron Pond.**

An Ordinance Approving The Final Subdivision Application And Plat For Heron Pond With Conditions. (Sam Perry, Community Development Director)

Mr. Perry stated there were no changes from the last reading. Mr. Perry noted a change that will not change the geometry. Mr. Perry explained that it has been requested to move the stormwater management above ground in the same location. If approved by the City Service Department there will be no issues with this change.  
There were no comments from the public.

Ms. French moved to adopt Ordinance No. 3653. Mr. Bracken seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Mayor Snavelly (7)

NAY: None (0)

ABS: (0)

#### **A. Announcements & Communications.**

Remarks from City Council and City staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

Mr. Elliott shared that a tentative agreement was reached with the Fire Division Union. Hopefully, the contract can be reviewed at the December 21, 2021 City Council meeting. Mr. Elliott mentioned the Noncommissioned Police Officers filed a notice to negotiate a new contract. The current contract ends at the end of the year.

Mr. Wooddell thanked the Community for an amazing Holiday Fest on Saturday, highlighted by Mayor Snavelly lighting up Oxford at 6:30 p.m. Mr. Wooddell recognized and thanked the community partners, and Police, Fire, and Service Departments that helped to organize Holiday Fest. Mr. Wooddell announced the return of Chocolate Meltdown which will be an enhanced version held uptown and at the Oxford Community Arts Center in January 2022.

Mr. Perry noted the Planning Commission meeting next week has a couple of planned developments, and 7 acres of the City's 47 acres on Oxford Reily Road will be on the agenda for Episcopal Retirement affordable senior housing. Mr. Perry stated the Owl's Landing Project on Brookville Road recently annexed 22 acres. Mr. Perry mentioned that if anyone is interested in contributing to the design, notices are sent out as part of the standard protocol to the property owners within 200 feet, but anyone who would like to contribute is welcome the meeting Tuesday at 7 p.m.

Ms. Greene provided an update about the City's housing efforts due to a flurry of online messages this week. Ms. Greene would like the public to be aware of tonight's approval of the Oxford Cottage Community that will result in 12 cottage homes. Ms. Greene added this year the City has dedicated the short-term rental lodging tax that will contribute to a housing fund estimated at \$20,000 per year. Ms. Greene stated the City has a Housing Advisory Commission working group actively researching how housing nonprofits can be funded and what models the City might use, a report is to come soon. Ms. Greene invited everyone to the December 21, 2021 City Council work session regarding the American Rescue Plan Act with a focus on investing in housing solutions for the community.

Ms. French shared her excitement in participating in her first City Council meeting. Ms. French congratulated Mr. Wooddell and his staff and the group effort that made the Holiday Festival so wonderful. Ms. French was pleasantly surprised to have seen the Talawanda basketball game live-streamed in the uptown park.

Ms. French advised the difficulties of the season for folks, shorter days, not a lot of sunlight, and encouraged to take care of yourselves and each other, to familiarize yourself with resources available such as the National Suicide Life Line, Crisis Text Line and, Butler County Emergency Hotline.

Ms. Raghu thanked Ms. Greene for bringing up the housing solution updates. Ms. Raghu noted what she read from the post was a lot of people realize how big of a problem affordable housing is. Ms. Raghu mentioned the community's disappointment with City Council for not doing enough and agrees that there is more work to be done. Ms. Raghu noted the possible resistance and would like to remind everyone we are all in this together for the greater good and is excited for the City Council to make strong headway on this problem.

Ms. Franklin reiterated the excitement Ms. French mentioned and is ready to serve the community. Ms. Franklin shared that the very first City Council meeting, she attended was many years ago and the discussion was about the Princess Theater. Ms. Franklin stated at that meeting she listened to Mr. Slocum sing his Farmers Market report so it's exciting that she got to hear him again her first time serving on City Council. Ms. Franklin thanked her husband for his support. Ms. Franklin thanked Chief Jones and his work with her on the Police Community Relations & Review Commission. Ms. Franklin is looking forward to working with the City Staff as we work to find a good social worker to fill that position.

Mr. Bracken urged everyone to get vaccinated and wear a mask when they can especially in public.

Mr. Prytherch apologized for his late arrival. Mr. Prytherch congratulated Mr. Wooddell on the success of the Holiday Fest. Mr. Prytherch commented on the expiration of the Mask Mandate, and how to communicate that to the community to continue to use safe practices.

Mr. Bracken asked if that's a topic the City Council should discuss.

Mayor Snavelly noted that can be discussed at the next meeting. Mayor Snavelly congratulated Miami University for their program to vaccinate everyone. They now report a vaccination rate of over 92%. Mayor Snavelly estimates within the City of Oxford the vaccination rate is high as well, the numbers we get are for the 45056 zip code that includes several townships and that number may not reflect the City. Mayor Snavelly congratulated Habitat for Humanity in dedicating two new homes, on Hester Road with more houses to come. Mayor Snavelly added in the future he hopes that the City can offer assistance to keep moving forward. Mayor Snavelly congratulated Mr. Wooddell on recognizing other people's contributions to Holiday Fest and commended Mr. Wooddell on organizing the event.

Mr. Bracken moved to adjourn at 8:43 p.m. Ms. Raghu seconded. Motion passed 7-0-0.